

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer

Position: Supervisory Systems Accountant Series/Grade: GS-0510-14	Announcement No: ETA-03-054
	Opening Date: April 11, 2003
	Closing Date: April 17, 2003
Salary Range: \$81,602 - \$106,086 (includes locality pay of 12.74%)	Number of Vacancies: One (1)
	Bargaining Unit: Outside Bargaining Unit
Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management Office of Financial and Administrative Services Division of Financial Systems and Services Systems and Reporting Unit Washington, DC	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No – Full-time
Duty Station: Washington, DC	Area of Consideration: ETA-Wide (Status) Candidates – Wash, DC Metro Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

Position Duties and Responsibilities:
<p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Financial and Administrative Services (OFAS), Division of Financial Systems and Services, Systems and Reporting Unit. The Division has a broad range of responsibilities, including fund control for all ETA financial resources, processing payments to grantees, contractors, and other providers of goods and services, collecting debts, closing grants and contracts, compiling ETA information to be included in Department financial statements, and assuring that ETA complies with the requirements of the Chief Financial Officers Act (CFOA), and related Federal statutes, regulations and requirements.</p> <p>The incumbent of this position serves as a Supervisor and expert accountant. The incumbent's specific duties include, but are not limited to the following:</p> <p>Represents ETA, OFAS Director and ETA's management at meetings and conferences with senior officials and staff of the Office of the Chief Financial Officer (OCFO), the Office of Inspector General (OIG), and other agencies and offices of DOL on matters relating to financial and accounting policies, procedures, and automated data processing (ADP) or web-based accounting and reporting systems.</p> <p>Provides advice and assistance to ETA senior and key management officials regarding financial and accounting policies and procedures; Federal reporting requirements; ADP or web-based systems, techniques and procedures; and other financial management activities and requirements.</p> <p>Performs a continuing review and analysis of current systems to ensure conformance with Federal regulations and requirements; recommends creative and innovative solutions to complex accounting and financial management systems development issues; and participates in the design, development, and implementation of accounting, financial reporting, cost accounting, and grant and contract management ADP and web-based systems.</p> <p>Reviews legislation and Federal regulations to formulate agency-wide accounting and financial reporting policies and procedures and operational methods, guidance and directives and provides training and guidance to division accountants and staff.</p> <p>Serves as principal contact for all matters relating to the annual audit of ETA's financial statements by the OIG; works with the OIG and the OCFO to meet audit related requests and needs; responds to audit issues and concerns, assesses unresolved and open findings and recommendations; coordinates ETA responses to findings and recommendations; and develops and implements corrective action plans.</p>

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position within 30 days after the closing date of this vacancy announcement.)

Applicant must have one year (52 weeks) of specialized experience equivalent to the GS-13 grade level in the Federal service, which is in or directly related to the position and that provides the individual with the particular knowledge, skills and abilities to successfully perform the duties of the position. Candidates must possess specialized experience in accounting and auditing skills, which are required for the effective performance of the specific duties of the position.

In addition to meeting the specialized experience above, applicant must also meet the basic entry qualification requirements listed below. The Group Coverage Qualifications Standards for Professional and Scientific Positions **and** the Individual Occupational Requirements, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions apply.

Basic Requirements:

- A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

- B. Combination of education and experience--at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

You must submit a copy of your college transcript(s) with your application to verify the 24 semester hours in accounting and/or auditing needed to qualify for this position. If not, you will be found ineligible.

Time in grade requirements must be met within 30 calendar days after the closing date of this announcement.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input checked="" type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input checked="" type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Expert knowledge and demonstrated experience in the application of generally accepted accounting principles and Federal accounting concepts, principles, policies, standards, regulations and procedural directives promulgated by the U.S. Congress, U.S. General Accounting Office, U.S. Department of Treasury, OMB, CFO Act of 1990 FMFIA etc. **(H)**
2. Knowledge of Federal financial system requirements and Federal financial management and other automated data systems, such as Treasury's Government On-Line Accounting Link System. **(H)**
3. Proficient knowledge and some experience in the preparation and analysis of Federal financial statements prepared under the CFO Act and other required reports such as Year-End closing Statement, SF-224, Statement of Transactions and Account Ledger. **(M)**
4. Ability to communicate both orally and in writing to develop guidance, memoranda, procedures and instructions which cover the full spectrum of accounting and financial management issues. **(H)**
5. Ability to establish and maintain effective working relationships in order to lead and supervise others and to work with operating and program personnel, ADP specialists, senior contractors, and officials in the Department, GAO, GSA, OMB, Treasury, etc. **(H)**

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job; therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

**The following material is required if checked:
The following material is required if checked:**

- ☒ -- Most recent supervisory performance appraisal or a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- ☒ SF-50, Notification of Personnel Action to confirm status
- ☒ -- College transcript (**Required for education requirements**)
- ☐ -- Other: A supplemental statement of the Evaluation Factors are desired.
- ☒ -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. **We will acknowledge receipt of your application, if it is accompanied with this form.**

Mail your application to, or secure forms or information from:

U.S. Department of Labor
Employment and Training Administration
Office of Human Resources
200 Constitution Avenue, NW, Room N-4656
Washington, DC 20210

Attn: Shelley DeCrane

Commercial: (202) 693-3397

Fax: (202) 693-3734

TTY: (202) 693-3924

The area of consideration for this announcement has been limited to ETA-Wide (Status) Candidates – Wash, DC Metro Area

An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete **application must be in the Office of Human Resources by the closing date of this announcement.**

You must submit a copy of your college transcript(s) with your application to verify the 24 semester hours in accounting and/or auditing needed to qualify for this position. If not, you will be found ineligible.

ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.
- Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.

U.S. DEPARTMENT OF LABOR

APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072

FORM

APPROVED (Exp. 4-30-2002)

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including

minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FFB, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, A Federal Equal Opportunity Recruitment Program@ (FEORP).

PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No

If You checked Yes above, is your disability one of the targeted disabilities

below? ☐ Yes ☐ No

- ☐ Blind
- ☐ Deaf
- ☐ Missing Extremity(s)
- ☐ Partial Paralysis
- ☐ Complete Paralysis
- ☐ Convulsive Disorder
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- ☐ American Indian or Alaska Native --- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Asian --- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Black or African American --- A person having origins in any of the black racial groups of Africa.
- ☐ Native Hawaiian or --- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ Other Pacific Islander
- ☐ White --- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- ☐ 1. Magazine
- ☐ 2. Newspaper
- ☐ 3. Radio/Television Broadcast
- ☐ 4. Agency Personnel Office
- ☐ 5. State Employment Office
- ☐ 6. Government Recruitment at School
- ☐ 7. Federal, State, or Local Job Info. Center
- ☐ 8. Friend or Relative Working for the Agency
- ☐ 9. Internet
- ☐ 10. Federal/DOL Jobline
- ☐ 11. Other